

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

14
UNITED STATES DEPARTMENT OF AGRICULTURE
Library
Washington 25, D. C.

August 1, 1944

LIBRARY CIRCULAR NO. 4
SUPPLEMENT NO. 2

Library procedure provides for direct delivery to the consignee of working tools in the following categories;

1. Newspapers (See Department Regulations 1911)
2. Periodicals (publications issued quarterly or more frequently)
3. Serials (annuals, semi-annuals, bi-annuals, books issued in parts over a period of time)

Newspapers (item 1) are expendable.

Periodicals (item 2) are non-expendable except unbound current periodicals which are less than five years old.

Serials (item 3) are non-expendable except titles replaced regularly at less than 5 year intervals.

For inventory purposes Form AD-106 should be executed for all non-expendables upon receipt in accordance with Library Circular No. 4, p. 4, and sent to the Library with the receipted copy of the fanfold.

Mildred Benton

Mildred Benton
Acting Librarian



